



Patrick W. Henning, Director

May 2, 2008  
22M:355:dd:8111:8112



Arnold Schwarzenegger  
Governor

Ms. Karen Fies, Director  
Sonoma County Workforce Investment Board  
2227 Capricorn Way, Suite 207 E  
Santa Rosa, CA 95402

Dear Ms. Fies:

**WORKFORCE INVESTMENT ACT  
FISCAL AND PROCUREMENT REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2007-08**

This is to inform you of the results of our review for Program Year (PY) 2007-08 of the Sonoma County Workforce Investment Board's (SCWIB) Workforce Investment Act (WIA) grant financial management and procurement systems. This review was conducted by Mr. David Davis from April 14, 2008 through April 18, 2008. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, fiscal monitoring of subrecipients, single audit and audit resolution policies and procedures for its subrecipients and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by SCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2007-08.

We collected the information for this report through interviews with representatives of SCWIB, a review of applicable policies and procedures, and a review of documentation retained by SCWIB for a sample of expenditures and procurements for PY 2007-08.

**BACKGROUND**

The SCWIB was awarded WIA funds to operate a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system.

For PY 2007-08, SCWIB was allocated: \$602,668 to serve 91 adult participants; \$646,543 to serve 150 youth participants; and \$888,642 to serve 172 dislocated worker participants.

For the quarter ending March 31, 2008, SCWIB reported the following expenditures and enrollments for its WIA programs: \$213,355 to serve 71 adult participants; \$220,708 to serve 107 youth participants; and \$453,133 to serve 226 dislocated worker participants.

### **FISCAL REVIEW RESULTS**

We conclude that, overall, SCWIB is meeting applicable WIA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that, overall, SCWIB is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, Federal and State regulations, and applicable State directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain SCWIB's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. Jim Tremblay at (916) 654-7825 or Mr. David Davis at (916) 654-8332.

Sincerely,



JESSIE MAR, Chief  
Compliant Monitoring Section  
Compliance Review Division

cc: Ron Addy, MIC 50  
Shelly Green, MIC 45  
Jose Luis Marquez, MIC 50  
Norma McKay, MIC 50